



Civil Engineer Civilian Force Development



Career Development Planner (CDP)

Supervisor and Squadron Commander
Reviewer instructional Brief

Table of Contents

AFPC



- **Introduction** - Slides 3 to 8
- **Supervisor and Squadron Commander Review Tutorial** - Slides 9 to 20
- **Help and Contact Information** - Slide 21

AFPC



Introduction



CHIEF's Sight Picture

6 November 2002

Force Development

“Our **goal** in implementing our new Force Development construct **is to make** that **investment in all career fields and all ranks more deliberately** than we do today in order **to better prepare us for the future and better meet your expectations...** **Most importantly,** we have made sure that **this new emphasis reflects a sincere** time that you owe to other your families.”




AIR FORCE
Air & Space Power

CE CDP Web Tool Process

AFPC



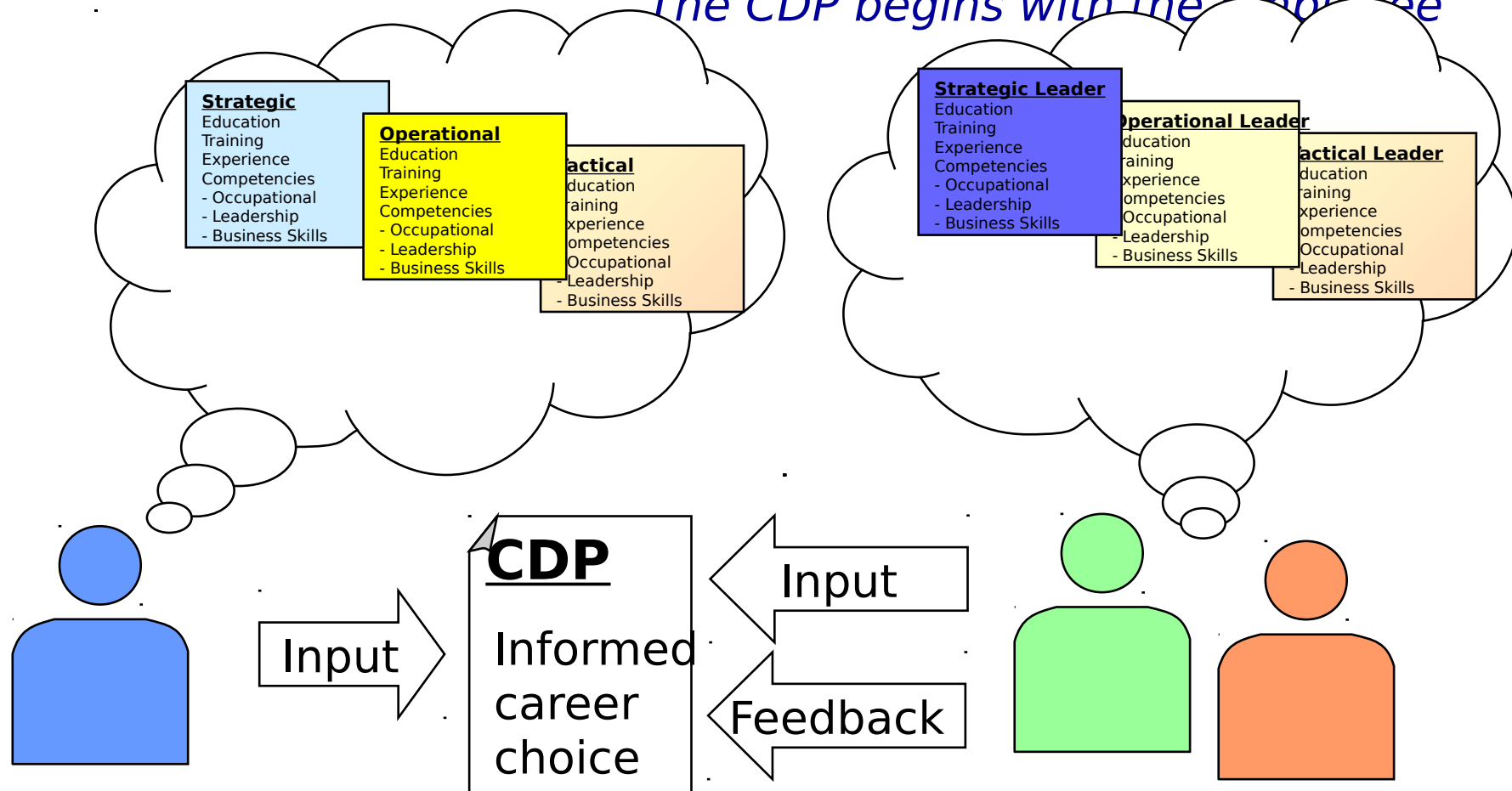
- Goal: Deliberate, connected, career-oriented development to enable the civilian element of Total Force Development to maximize their potential, achieve personal goals, and accomplish the CE mission
- Civilian Force Development provides...
 - *Clearly stated goals* for development - Career Templates/Pyramid/Professional Credentials
 - *Improved assessment* of individuals via Career Development Plans and Force Development Panels
 - *Connected development* over the course of a career
 - *Holistic leadership development* through all levels (tactical, operational, strategic)
 - *Compatible with Officer Force Development* - enables Total Force Management

Career Development Plan

AFPC

Process

The CDP begins with the Employee



It starts with
the Individual

Supervisors and mentors
get involved

CE CDP Web Tool Process

AFPC



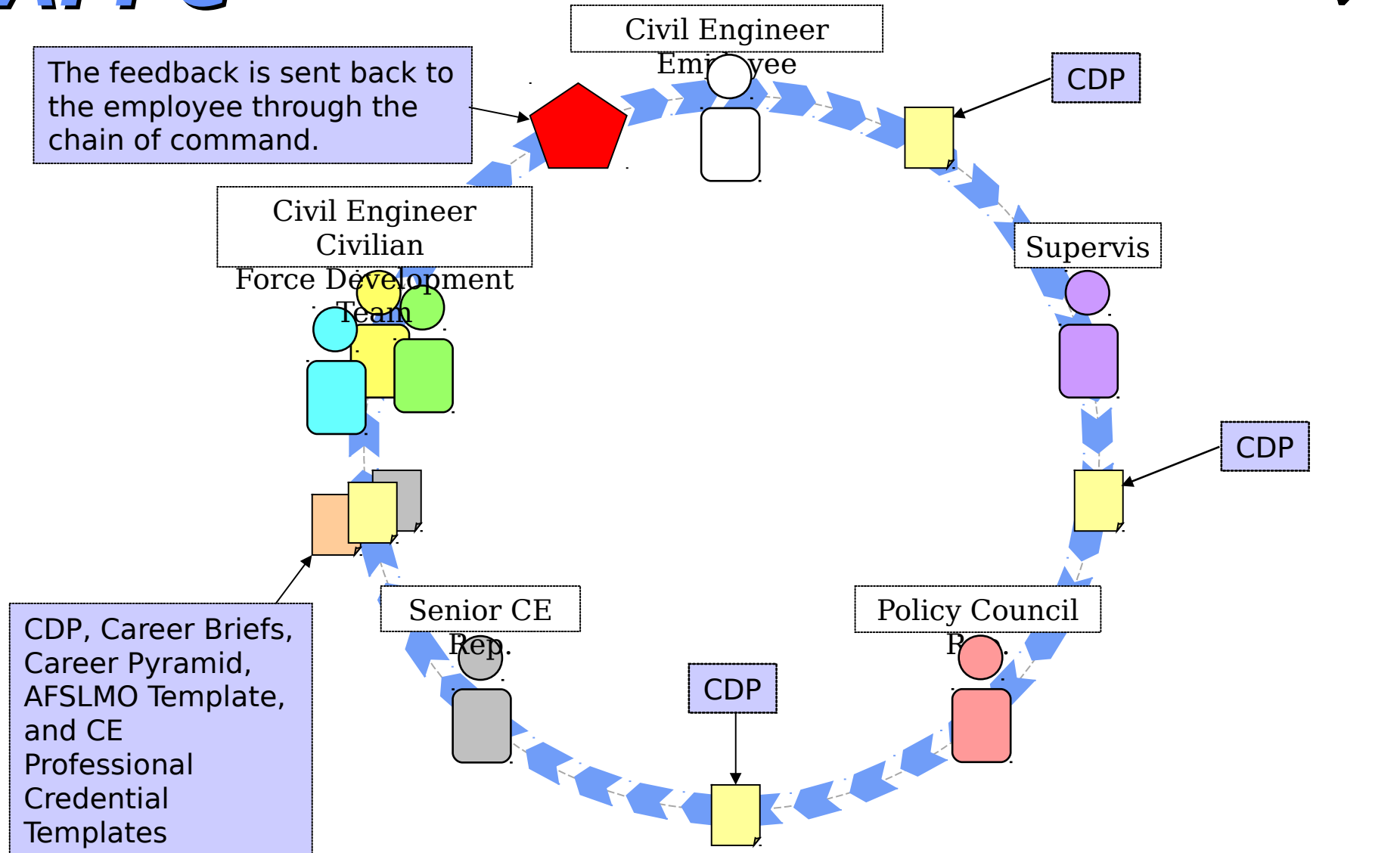
The Career Development Planner (CDP) is a web-based application used to collect career planning information from the Civil Engineer Community.

This is currently done in a five step process:

1. A CE employee enter his/her career plan (CP) information into the CDP web-based application - an email is generated to the supervisor
2. The supervisor of the employee reviews the CP and adds their Comments and Review Category to the CP.
3. The Policy Council Representative of the employee reviews the CP and adds their Comments and Review Category to the CP.
4. The Senior CE Representative of the employee reviews the CP and adds their Comments and Review Category to the CP
5. The Civil Engineer Civilian Force Development Team meeting is held to review the CDP and career brief. Feedback back is provided through the chain of command to the CE employee.

CE CDP Web Tool Process

AFPC



AFPC



Supervisor and Squadron Commander Review Tutorial

Supervisor and Squadron Commander Review Tutorial

Overview

AFPC



The Supervisor and Squadron Commander Reviewer Tutorial is broken down into 2 sections.

Section 1 - Email

In this section you will learn what the “Civil Engineering (CE) Career Development Planner” Email is and what to do when you receive it.

Section 2 - Reviewing a Career Plan

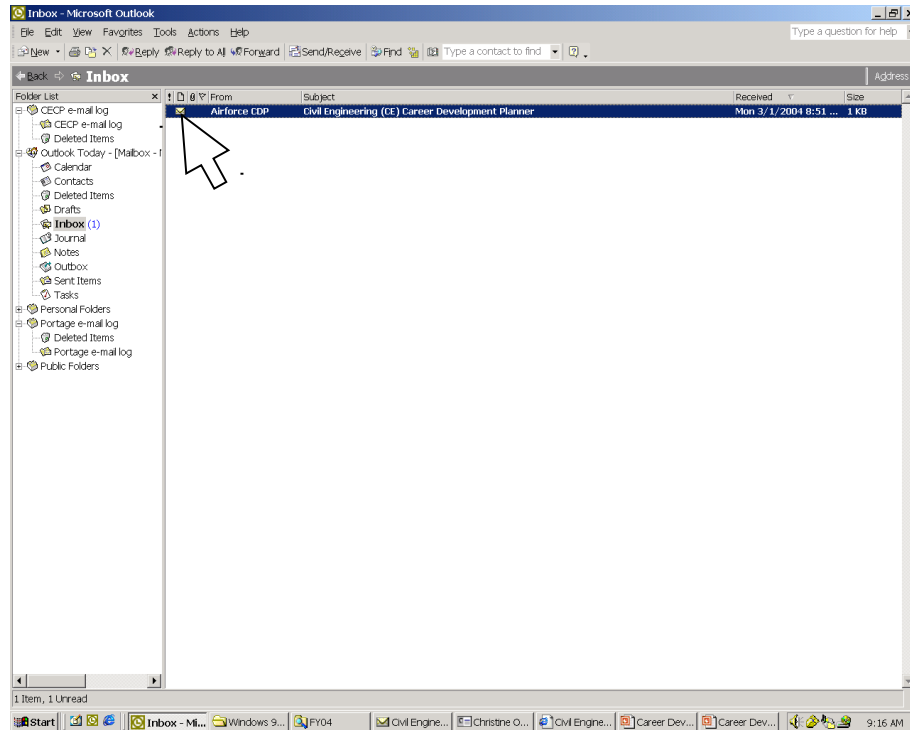
In this section you will learn how to navigate the CDP Website and enter your comments to different individual’s career plans.

Supervisor and Squadron Commander Review Tutorial

Section 1 - Email



AFPC



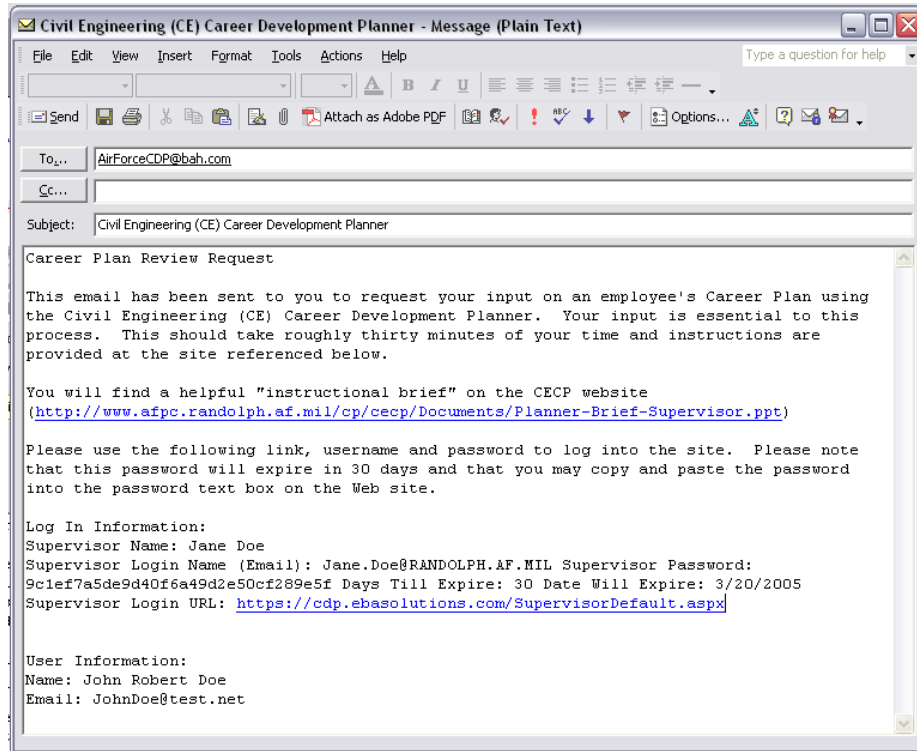
Open the “Civil Engineering (CE) Career Development Planner” Email.

Supervisor and Squadron Commander Review Tutorial

Section 1 - Email



AFPC



If the e-mail that you received from the Career Development Planner looks like the Email shown to the left, then you have received a career plan that you need to review as a Supervisor or Squadron Commander.

Make a note of:

- 1) Supervisor Login Name (Your Email address)
- 2) Supervisor Password
- 3) User Information "Email" (Your Employee's Email address)

Supervisor and Squadron Commander Review Tutorial

Section 2 – Reviewing a Career Plan (Step 1)



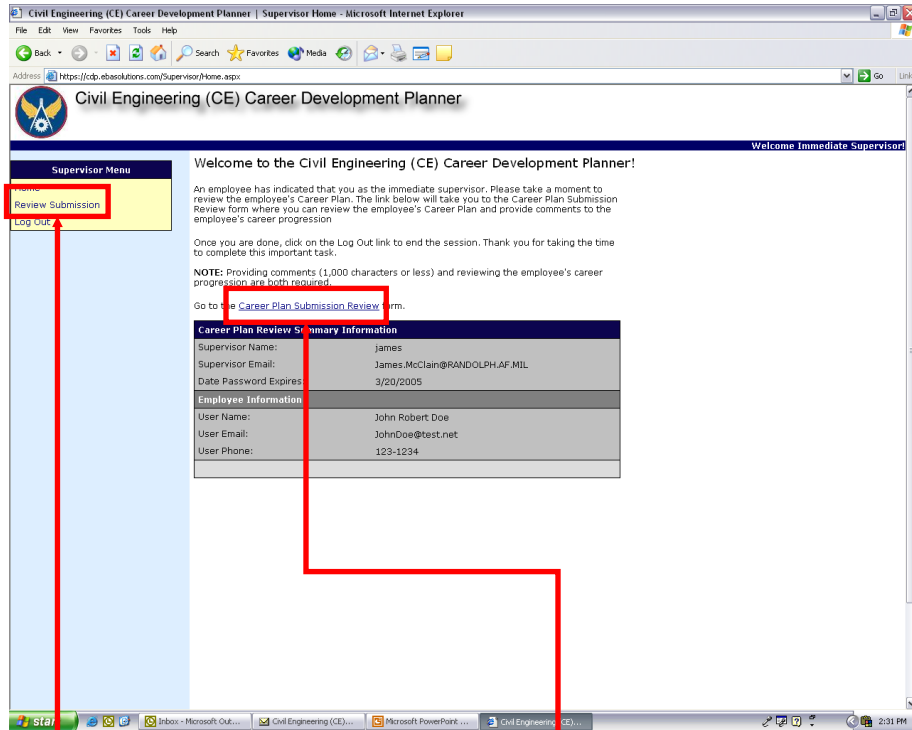
AFPC

The screenshot shows a web browser window titled "Civil Engineering (CE) Career Development Planner | Supervisor Login - Microsoft Internet Explorer". The address bar shows the URL: <https://cdp.ebasolutions.com/SupervisorDefault.aspx>. The page content includes the AFPC logo and the title "Civil Engineering (CE) Career Development Planner". A "Supervisor Log In Form" is displayed with fields for "Supervisor Email:" and "Password:". Below this is an "Employee Email" section with an "Employee Email:" field and a "Log In" button. A message states: "Please log in using the information that was emailed to you." and "The login name and password expires after 30 days. If it has been more than 30 days since you received the email, then most likely your login name and password has expired. Please contact the system administrator for assistance." The Windows taskbar at the bottom shows the Start button and several open applications including Outlook, Internet Explorer, and various PDF viewers.

(Step 1) - After determining that you need to review a career plan, login to the Career Development Planner website. The web address and login information can be found on the Email.

Note: The web address for the Supervisor's and Squadron Commander's login page is different than the web address for User's login page.

Supervisor or Squadron Commander CDP Login Page url: <https://cdp.ebasolutions.com/SupervisorDefault.aspx>



Career Plan Submission Review

Review Submission

(Step 2) - Click on the “Career Plan Submission Review” link (Fig. 1) or Click on the “Review Submission” link (Fig. 2).

Supervisor and Squadron Commander Review Tutorial

Section 2 – Reviewing a Career Plan (Step 3)



AFPC

Civil Engineering (CE) Career Development Planner | Career Plan Submission List - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

Address http://careerweb.demo.ebasolutions.com/Supervisor/ReviewSubmission.aspx

Civil Engineering (CE) Career Development Planner

Welcome Supervisor!

Supervisor Menu

- Home
- Review Submission
- Log Out

Review Career Plan Submission

Please review this Career Plan.

Career Plan	
Name	Jack Robert Doe
MAJCOM	ACC
Service Computation Date	2/10/2004
Occupational Series	0810 Civil Engineer
Duty Title	AFCESA Executive Director
Grade	GS13
Email Address	JackDoe@test.net
Commercial Phone	123-4567
DSN	7654
Office Symbol	cc
Address Line 1	
Address Line 2	
City or Base	Randolph
State	Tx
Postal Code	78259

Immediate Supervisor Information	
Name	Jill Doe
Rank/Title	Major
Email Address	jamesmclain16@yahoo.com

Retirement/Present Position Vacate Projection	
Earliest Eligible Retirement Date	2/20/2029
Estimated Retirement Date	2/20/2030

Done

Start | Internet | 10:20 AM

(Step 3) - After clicking on the “Career Plan Submission Review” link or Click on the “Review Submission” link, the “Review Career Plan Submission” page will open. In this page is where you can review the individual’s career plan.

Supervisor and Squadron Commander Review Tutorial

Section 2 – Reviewing a Career Plan (Step 3 cont.)



AFPC

The screenshot shows a web browser window with the URL <https://cdp.ebasolutions.com/Supervisor/ReviewSubmission.aspx>. The page displays a career plan for 'Civil Engineering (CE) Career Development Planner'. It includes sections for 'Time Frame' (Near, Mid, Long), 'Career Plan 3 - 3rd Choice', 'Career Brief', 'User Comments', and 'Squadron Commander Information'. A red box highlights the 'Download career brief' link under the 'Career Brief' section. A red arrow points from this link to a larger red box at the bottom of the page containing a document icon and the text 'Download career brief'.

Fig. 1



Download career brief

As you review the individual's career plan, you will come across a "Download career brief" link (Fig. 1). This link will allow you to download the individual's career brief assuming that the individual upload his/her career brief to the CDP website.

Supervisor and Squadron Commander Review Tutorial

Section 2 – Reviewing a Career Plan (Step 4)



AFPC

The screenshot shows a web browser window with the title "Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer provided by AFP". The address bar shows "https://cdp.ebasolutions.com/Supervisor/ReviewSubmission.aspx".

User Comments

Career Plan User Comment

User Comment:

Squadron Commander Information

All fields with an * symbol are required.
All fields with an ** symbol are required only if the employee has a squadron commander.

Squadron Commander Information Form

Does this employee have a Squadron Commander?:* ☐ Yes ☐ No

Squadron Commander Name:**

Rank/Title:**

Email Address:**

Reviewer Comments Area

All fields with an * symbol are required.

Career Plan Comment Form

Review:* ☐ Current Assignment ☐ On Track ☐ Groom ☐ Ready

Comment:*
(Please limit your comments to 1,000 characters.)

(Step 4) - Fill out the Squadron Commander Information Form.

Note: The Squadron Commander Information Form only applies to GS13 Career Plans.

Supervisor and Squadron Commander Review Tutorial

Section 2 – Reviewing a Career Plan (Step 5)



AFPC

Long

Career Brief

Download career brief

User Comments

Career Plan User Comment

User Comment: Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.

Comments from Reviewers

Review Stage	Review	Comment	Author	Date
Immediate Supervisor	Ready	Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM CDV Division Chief position. Promote him to GS-15 and put him into a bigger job as soon as possible. Select him for school in residence first opportunity.	(Immediate Supervisor) keith.yakus@scott.af.mil	2/4/2005
Squadron Commander	N/A		N/A	2/4/2005
Policy Council				
MAJCOM/FOA/Staff Commander				

Career Plan Comment Form

Review:*
☐ Current Assignment
☐ On Track
☐ Groom
☐ Ready

Comment:*
(Please limit your comments to 1,000 characters.)

Submit

Security Notice | Disclaimer | Privacy Statement | Accessibility

(Step 5) - After you have completely reviewed the individual's career plan and career brief, you will need to provide feedback. This is done by first selecting a "Review" category (Ready, Groom, On Track, and Current Assignment).

Review Category Definitions:

Ready: Ready now to assume greater responsibility in a more challenging position at the same grade or a grade higher than they currently hold.

Groom: Demonstrated growth potential (Member would benefit by an assignment in a related specialty or different organizational level); ready now for new developmental opportunities.

On Track: Complete current assignment at agreed length; but demonstrated growth potential and ready for developmental position or greater responsibility in the near future.

Current Assignment: Stay in current

Supervisor and Squadron Commander Review Tutorial

Section 2 – Reviewing a Career Plan (Step 5 cont.)



AFPC

Long

Career Brief

Download career brief

User Comments

Career Plan User Comment

User Comment: Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.

Comments from Reviewers

Review Stage	Review	Comment	Author	Date
Immediate Supervisor	Ready	Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM CDV Division Chief position. Promote him to GS-15 and put him into a bigger job as soon as possible. Select him for school in residence first opportunity.	(Immediate Supervisor) keith.yakus@scott.af.mil	2/4/2005
Squadron Commander	N/A		N/A	2/4/2005
Policy Council				
MAJCOM/FOA/Staff Commander				

Career Plan Comment Form

Review:*
☐ Current Assignment
☐ On Track
☐ Groom
☐ Ready

Comment:*
(Please limit your comments to 1,000 characters.)

Submit

Security Notice | Disclaimer | Privacy Statement | Accessibility

(Step 5 cont.) - After selecting a review category, you will need to provide comments which will be entered in to the “Comment” text box.

The comments that you enter should provide a brief description as to why you selected the “Review” category that you did for the individual and how the “Review” category relates to the individual’s career plan. You should also comments on anything that is relevant to the individual’s career plan.

Supervisor and Squadron Commander Review Tutorial

Section 2 – Reviewing a Career Plan (Step 6)



AFPC

Long

Career Brief

Download career brief

User Comments

Career Plan User Comment

User Comment: Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.

Comments from Reviewers

Review Stage	Review	Comment	Author	Date
Immediate Supervisor	Ready	Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM CDV Division Chief position. Promote him to GS-15 and put him into a bigger job as soon as possible. Select him for school in residence first opportunity.	(Immediate Supervisor) keith.yakus@scott.af.mil	2/4/2005
Squadron Commander	N/A		N/A	2/4/2005
Policy Council				
MAJCOM/FOA/Staff Commander				

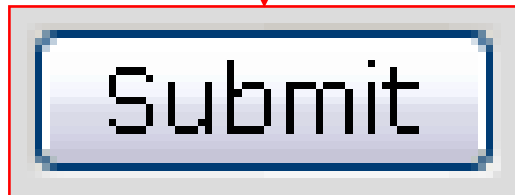
Career Plan Comment Form

Review:*
☐ Current Assignment
☐ On Track
☐ Groom
☐ Ready

Comment:*
(Please limit your comments to 1,000 characters.)

Submit

Fig. 1



(Step 6) - The last thing that you will need to do is submit your “Review” category and “Comments” to the CDP website. To do this, click on the “Update” button (Fig. 1).

Note: If you don’t fill-out the “Review Career Plan” form completely and correctly, you will not be able to submit your “Review” category and “Comments” to the CDP website. An asterisk “*” will appear next by any data field that has invalid data entered into it.

AFPC



Help and Contact Information

Help and Contact Information

AFPC



For help contact:

James McClain

Email: james.mcclain@randolph.af.mil

DSN: 665-2799/2666

COM: (210) 565-2799/2666

Terri Justice

Email: terri.justice@randolph.af.mil

DSN: 665-2799/2666

COM: (210) 565-2799/2666